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DEPARTMENT OF THE ARMY

ER 25-2-1

U. S. Army Corps of Engineers
Washington, D.C. 20314-1000

CECW-BD

Regulation
No. 25-2-1

30 September 1997

Information Management
ANNUAL REPORT OF THE SECRETARY OF THE ARMY
ON CIVIL WORKS ACTIVITIES
(RCS: CONG-1006)

1. Purpose. This regulation sets the schedule for submission and establishes the procedures to be followed in the preparation of material for Volume II of the Annual Report of the Secretary of the Army on Civil Works Activities. Both Volume I, a summary and highlights on U. S. Army Corps of Engineers activities, authorities and accomplishments, and Volume II, detailed information and field reports on Corps of Engineers activities, are required for annual submission to Congress.
2. Applicability. This regulation applies to all USACE commands (including boards and commissions) having civil works responsibilities.
3. References.
 - a. Rivers and Harbors Act of 1888, Section 8 (Sec. 1812, Revised Statutes, 40 U.S.C. 50).
 - b. Public Law 99-662, Water Resources Development Act of 1986, 17 November 1986, Section 925(b).
4. Distribution. Approved for public release, distribution is unlimited.
5. Scope of Report. Responsible organizations will report on civil works activities for which expenditures were made during the fiscal year under the following appropriations: 96X3121 General Investigations; 96X3122 Construction, General; 96X3123 Operation and Maintenance, General; 96X3124 General Expenses; 96X3112 Flood Control, Mississippi River and Tributaries; 96X3125 Flood Control and Coastal Emergencies; 96X3126 Regulatory Program; 96X5007 Special Recreation Use Fees; 96X5125 Maintenance and Operation of Dams and Other Improvements of Navigable Waters; and 96X8862 Rivers and Harbors Contributed Funds. HQUSACE and MSC reports are referred to as "chapters"; district submissions are referred to as "district reports."

This regulation supersedes ER 25-2-1, dated 27 September 1993

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6. Schedule for Submission. Chapters, district reports, and appendices will be submitted through the appropriate chain of command to Commander, HQUSACE (CECW-BD), Washington, D. C. 20314-1000, not later than 15 April annually. Specific requirements for submission are detailed in the following paragraphs.

7. Requirements for Submission of Chapters in Manuscript Form. The following organizations will submit chapters in manuscript form, two-column format, to HQUSACE, CECW-BD, not later than 15 April annually.

a. WRSC-IWR will submit material for Chapter 47 (Permanent International Association of Navigation Congresses).

b. Districts and divisions involved with the International Boundary Waters Boards will submit information, as appropriate, to be used in Chapter 48 (Support for Others) to CECW-I not later than 1 March annually. CECW-I will summarize the material and report activities for Chapter 48.

c. CECW-O will submit material for Chapter 49 (Regulatory, Sunken Vessel Removal and Mobilization Planning Activities) and Chapter 50 (Natural Disaster Preparedness, Response and Recovery Activities).

8. Requirements for Submission of Chapters/District Reports in Print-Ready Form. Each organization will submit through the appropriate chain of command, one print-ready copy (laser print or camera ready) and one photocopy of the chapter/district report for which it is responsible. District or division offices may print and distribute their own extracts after submitting required material to CECW-BD for publication in the consolidated volume. The following organizations will submit material in the form of print-ready copy.

a. Districts: District reports will be submitted through the appropriate chain of command to HQUSACE, CECW-BD. Above instructions govern. See paragraphs 9 and 10 for detailed instructions.

b. The Great Lakes and Ohio River Division (formerly Ohio River Division) will submit a report of activities on the Ohio River (Chapter 19).

c. The Mississippi Valley Division (formerly Lower Mississippi Valley Division) will submit a report of activities on the Mississippi River between the mouth of the Missouri River and Minneapolis, MN (Chapter 17).

d. The President, Mississippi River Commission, will submit a summary of the Commission's activities (Chapter 41).

- e. The Construction Engineering Research Laboratories will submit a summary of its activities (Chapter 42) through HQUSACE (CERD-C).
- f. The Cold Regions Research and Engineering Laboratory will summarize and report its activities (Chapter 43) and submit through HQUSACE (CERD-C).
- g. Waterways Experiment Station will submit a summary of its activities (Chapter 44) through HQUSACE (CERD-C).
- h. The Topographic Engineering Center will summarize and report its activities (Chapter 45) through HQUSACE (CERD-C).

- i. The Water Resources Support Center will submit a summary report of its activities (Chapter 46).

9. Submission of Material for use in Appendices.

- a. Districts will update the following appendices and submit required changes, additions, and deletions to the appropriate division for consolidation and transmittal to HQUSACE, CECW-BD, no later than 15 April annually:

Appendix A: Flood Control Reservoirs Operable During FY__ and Flood Control Reservoirs Constructed or Contributed to by Corps of Engineers but Operated by Others During FY__.

Appendix B: Flood Control Projects Under Construction During FY__ and Shore Protection Projects Under Construction During FY__.

Appendix C: Navigation Locks and Dams Operable.

Appendix D: Navigation Projects Under Construction During FY__.

Appendix E: Multiple-Purpose Projects Including Power in Operation.

Appendix F: Multiple-Purpose Projects Including Power Under Construction During FY__.

- b. Appendices will be reviewed annually to ensure only projects under construction during the FY or operable at the end of the FY are reported.

10. General Instructions.

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- a. To keep reproduction costs to a minimum, submissions should be complete but include only essential information.
- b. Make all references to dates, both in tables and narrative portions of the report, in non-military style (e.g., December 31, 1999).
- c. When abbreviating state names, use the U. S. Postal Service state abbreviations.
- d. When abbreviating months of the year, use three letters only.
- e. In the narrative portions of the report, abbreviate "fiscal year" wherever possible, using "FY."
- f. The header (running head), Report of the Secretary of the Army on Civil Works Activities for FY____, will appear on the top of each even numbered page. Italicized type or quotation marks will not be used. Header will be no longer than one line. Odd numbered pages, beginning with page 3 will use a running head to identify the originator (e.g., Detroit, MI, District).
- g. The following format criteria will be followed for consistency:
 - (1) Using the chapter numbers assigned at Appendix B, number pages within a chapter consecutively. Numbers will be centered at the bottom of each page and will include the first page of the chapter (e.g. chapter 10 page numbers will be 10-1, 10-2, etc.). Chapter numbers are assigned based on the current organizational structure of divisions and districts.
 - (2) All text material and page numbers should be 10-point font, Times New Roman (or the closest font available). All margins are to be one inch; i.e., top, bottom, right and left. Headers and footers are to be .6 of an inch from the top or bottom.
 - (3) Chapter titles are to be 18-point font, bold, caps, centered.
 - (4) Running heads (at top of each page after page 1) are to be 9-point font, bold, caps, consistent with paragraph 10.f. above.
 - (5) Subheadings will be 12-point font, bold, caps, centered; lower level headings should decrease in size to 10-point font and be in both upper and lower case.
 - (6) Footnotes will be 8-point font.
 - (7) Tables may be reduced to a minimum of 6-point font.

(8) Narrative will be in two-column format.

11. Specific Instructions for District Reports.

- a. Districts will submit a summary of work performed during the fiscal year. The first page of each district report will begin with a brief description of the geographical limits of the district territory.
- b. The table of contents will follow. Under the name of "IMPROVEMENTS," the table of contents will list project and activity write-ups and table headings--both with page references.
- c. Following the table of contents, each district report will include descriptions of projects and activities, arranged alphabetically and numbered consecutively under the following applicable designated headings: "Navigation," "Shore Protection," "Flood Control," "Multiple-Purpose Projects Including Power," and "General Investigations."
- d. Each district report will contain the tables specified in paragraph 15 below.

12. Instructions for Project Write-ups. Each project write-up should contain the number and title as given in the table of contents of the district report. Write-ups should include the subheadings itemized below, where applicable. If the project has been described in detail in a previous year's report, background information may be referenced with "For details, see Annual Report for FY__."

- a. Location. State the location of the project. Name the river and state and show distance and direction from the nearest city or show the number of miles above the mouth of the river. Make reference when practicable to a chart or map showing the location and surroundings in detail as published by the U. S. Coast Guard and Geodetic Survey or the National Oceanic and Atmospheric Administration (NOAA)--in this case refer to NOAA Nautical Chart Number.
- b. Existing Project. Give a very brief description of the entire project or plan of improvement at the time the report is submitted. When feasible, give date (month and year) work was begun. Incorporate all authorized modifications, including work undertaken with both regular and special construction funds, in such a manner that the plan of improvement can be understood by someone unfamiliar with the civil works activities of the Corps. For projects under construction, give the current project cost estimate, approved by the division. If non-Federal costs are involved, indicate the amount, together with a brief explanation as to their purpose. When a project becomes operational, report only in Cost and Financial tables.

(1) Dredging. For navigation projects involving dredging of channels and harbor areas, give the full dimensions (depths, widths, and lengths) of channels to be obtained.

(2) Rivers. For rivers, give the length of the reach included in the project and distance of its lower end from the mouth of the river. Give the dimensions of the channel(s) and the methods to be used. Where completed locks and dams are included, refer to Appendix C of the report.

When locks and dams are under construction, provide the following detailed information (in tabular form). Include: distance of each lock and dam from the nearest town and mouth of some navigable tributary entering its pool as well as from the mouth of the river or other starting point of the series; the lock dimensions (width of chamber and its greatest length available for the full width); the lift of each lock to the nearest tenth of a foot; the elevation of the pool surface in feet above the National Geodetic Vertical Datum of 1929; the depths of the miter sills at normal pool levels (or at low water if there is no dam downstream); character of foundation (sandstone, piles in gravel, etc.); kind of dam (fixed or movable); its type of construction (timber, concrete, etc.); percentage of completion; year scheduled to be opened to navigation; and the estimated or actual cost of each lock and dam. Mention special features such as movable crest, a double lock, etc., in footnotes.

(3) Breakwater and piers. For works such as breakwaters and piers, state their length and the materials or types of construction.

(4) Tidal waters. For work in tidal waters, give the mean and extreme tidal ranges; also the irregular fluctuations due to wind or other causes if these are of sufficient extent and frequency to affect navigation materially. If there is a substantial difference in the tidal ranges at different points, give it for more than one point. If the tidal range has been modified by the improvement, indicate this, giving the amount of change. On the Pacific Coast, instead of mean tidal range, give the range between mean lower low water and mean higher high water. For non-tidal waters, give the ordinary and extreme fluctuations of stage due to floods, wind, or other causes.

(5) System of dams, reservoirs or local protection units. Where the authorized project includes a system of dams, reservoirs or local protection units, a tabulation showing dam, nearest city, height of dam, type of structure, reservoir capacity, power development, estimated or actual cost, or other significant data may be used. Include a reference to appendices for further detail.

(6) Recommend modifications. Where all work recommended by the Corps has been authorized by Congress, omit the paragraph. Where only certain features have been authorized, discuss those remaining. Make no reference to any recommendation which is not officially before Congress at the time the report is submitted or which is more than 5 years old.

c. Local Cooperation. State if none required or if fully in compliance. For most projects requiring local cooperation, a short statement citing the appropriate Act and date may be used. Also cite the appropriate Act which is the basis for the cost sharing in the project. Since there are many variations in local requirements the first year a project becomes active, the full content of

local cooperation should be included in the Annual Report. Thereafter, this paragraph may read "Requirements are described in full on page ___ of FY ___ Annual Report." This statement may be supplemented with any desired statements on status of assurances.

d. Terminal Facilities. For projects having navigation features, include a brief general description of commercial terminal facilities; for example, type, use, capacity, state of repair. In order to eliminate detailed data, make reference, where possible, to current published port or terminal series.

e. Operations During Fiscal Year. Summarize, giving use and benefits of funds, and whether for new work or for maintenance. Whenever feasible, give date (month and year) of completion of work. The completion date is the date on which the project is ready for beneficial use; clean-up work, landscaping, etc., remaining to be done on the project, can be disregarded in fixing the construction completion date. If the project is partially completed, give the percentage of completion based on the physical extent of the work accomplished. In the interest of brevity, report should be governed by project status; e.g., in the early stages of construction, emphasize work accomplished to date, while in the latter stages, emphasize remaining work.

13. Instructions for Other Activities and Projects to be Reported in District Reports. In addition to the project write-ups referred to in paragraph 12, separate paragraphs or tabulations, whichever requires less space (tabulate if 5 or more entries) should be included in the following entries, if applicable.

a. Reconnaissance and Condition Survey. Report projects alphabetically, giving month and calendar year in which reconnaissance or condition survey was conducted.

b. Inspection of Completed Beach Erosion Control Projects, or Inspection of Completed Flood Control Projects. Report projects alphabetically, giving month and calendar year in which inspections were made.

c. Scheduling Flood Control Reservoir Operations. Report water control management activities. The Secretary of the Army has the responsibility to prescribe the rules of operation for navigation and/or flood control for projects that are owned by others but where constructed wholly or in part with Federal funds (except TVA projects), are designated by law for a specific basin, or are stipulated by the FERC license process. Funds expended on these activities should be reported.

d. Work Under Special Authorities.

(1) Aquatic plant control. Report activities and fiscal year costs.

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(2) Studies under the continuing authorities program. Report location and fiscal year cost for the following categories:

- (a) Navigation activities.
- (b) Shore protection activities.
- (c) Snagging and clearing of navigable streams and tributaries in interest of flood control.
- (d) Snagging and clearing for navigation.
- (e) Emergency bank protection.
- (f) Flood control activities.

(NOTE: Preauthorization studies are not to be given a project write-up as defined in paragraph 12. If, in the future, one of them should be authorized for construction, it must then be treated as a regular project under construction and omitted from this section.)

(3) Emergency Response Activities - Flood Control and Coastal Emergencies

(a) Disasters. Report the number of times the organization activated its Emergency Operations Center for (or had other significant involvement with): flood and hurricane related disasters, without any work for FEMA; flood and hurricane related disasters, with work for FEMA; other disasters, without any work for FEMA; and, other disasters, with work for FEMA

(b) Operational Program Areas. Report fiscal year costs for: disaster preparedness; emergency operations; post flood response operations; repair and restoration of damaged Federal flood control works, repair and restoration of damaged non-Federal flood control works; inspection of non-Federal flood control works; emergency water supply projects, to include investigation costs; advance measures projects, to include investigation costs; and, hazard mitigation team participation.

(c) Emergency Work in Support of Other Federal Agencies. Provide the name of the disaster(s)/incident(s) and the cost of performing work for: FEMA, under the Stafford Act/Federal Response Plan; USCG; EPA; Department of Defense; Department of Justice, to include FBI and INS; and, other Federal agencies (identify). For each agency, cite the specific authority for performing the work.

14. General Investigations. Report on these five categories: surveys, pre-construction engineering and design, coordination with other agencies, collection and study of basic data, and

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include FBI and INS; and, other Federal agencies (identify). For each agency, cite the specific authority for performing the work.

14. General Investigations. Report on these five categories: surveys, pre-construction engineering and design, coordination with other agencies, collection and study of basic data, and research and development. Include expenditures on FY activities in each of the above categories--where applicable. A brief narrative write-up may be necessary to appropriately cover projects under the pre-construction engineering and design category (description, accomplishments, status). A supporting table may be used to display cost data.

15. Required Tables. Several tables are required in order to provide a complete historical reference on all projects. They are to be assigned letters A through G. Examples and instructions for each follow in Appendix A, Figures A-1 through A-4. Use only tables which apply to your district(s). (If you have no authorized shore protection projects, simply eliminate Tab D.) Districts may find it convenient to use additional tables and may do so at their own discretion.

FOR THE COMMANDER:



OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

2 Appendices
APP A - Required Tables
APP B - Assigned Chapters

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APPENDIX A
REQUIRED TABLES FOR THE
ANNUAL REPORT OF THE SECRETARY OF THE ARMY
ON CIVIL WORKS ACTIVITIES

TABLE ____-A COST AND FINANCIAL STATEMENT

Text	Project	Funding	<u>Last preceding 3 FYs + Current</u>				Total to Sep 30, ____
			FY ____	FY ____	FY ____	FY ____	
1.	Rolling Riv Dam	New Work					2,043,713
		Approp	____	____	____	____	2,043,713
		Cost	____	____	____	____	
		Maint					
		Approp	256,000	210,000	218,000	438,000	2,389,174
		Cost	269,174	210,607	220,562	414,518	2,364,496

TABLE ____-A COST AND FINANCIAL STATEMENT

Text	Project	Funding	<u>Last preceding 3 FYs + Current</u>				Total to Sep 30, ____
			FY	FY	FY	FY	
		Major (or Minor) Rehabilitation					
		Approp	____	____	665,954	____	665,954
		Cost	____	____	665,954	____	665,954

Figure A-1. Example of Table ____-A

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NOTES:

1. Maintenance includes funds appropriated and expended under 96x5007, Special Recreation Use Fees and 96x5125, Maintenance and Operation of Dams and Other Improvements of Navigable Waters.
2. Use fund categories in the order shown above where applicable. Do not break down fund categories beyond those listed. If further breakdown is desired, cover in footnotes.
3. Place all footnote references in "totals" column. Consolidate notes whenever possible, making one footnote cover all applicable entries.

TABLE ____-B

AUTHORIZING LEGISLATION

See Section	Date of Authorizing Act	Project and Work Authorized	Documents
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Two examples

10.	Jul 14, 1960 as amended	PROJECT NAME Construction of Breakwaters	Sec 107, PL 86-645. Authorized by Chief of Engineers, July 17, 1982
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11.	Dec 22, 1944 as amended	PROJECT NAME Construction Operation & Maintenance of Recreation Facilities	Sec 4, PL 78-534
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Figure A-2. Example of Table ____-B.

NOTE: Cover projects in order discussed in narrative, just as in Table ____-A.

TABLE ____-C

OTHER AUTHORIZED NAVIGATION PROJECTS

Project	Status	For Last Full Report see Annual Report For:	Cost to Sep 30, 19____	Construction	Operation and Maintenance
Alsea River, OR	completed	1959	2,000	--	
Rolling River, WA	deferred	1978	2,000	--	

Figure A-3. Example of Table ____-C.

NOTES:

1. Footnote those projects authorized by the Chief of Engineers.
2. Use the format shown in Figure -3 for Table C, Other Authorized Navigation Projects; Table -D, Other Authorized Shore Protection (formerly called "Beach Erosion Control") Projects; Table -E, Other Authorized Flood Control Projects; and Table -F, Multiple Purpose Projects, Including Power.
3. Districts may not have projects in all four table categories. Use only the tables which apply.
4. Tables C, D, E, and F cover projects on which no funds were expended during the FY and which, therefore, are not covered elsewhere. List projects alphabetically including status of project: completed, inactive, deferred, active with no current year expenditures.

TABLE ____-G

DEAUTHORIZED PROJECTS

Project	For Last Full Report See Annual Report For: Expended	Date and Authority	Federal Funds Expended	Contributed Funds
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Figure A-4. Example of Table ____-G.

NOTE: List projects in alphabetical order.

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APPENDIX B
ASSIGNED CHAPTER NUMBERS
FOR THE ANNUAL REPORT OF THE SECRETARY OF THE ARMY
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	<u>Chapter</u>
North Atlantic Division	
New England, MA, District	1
New York, NY, District	2
Philadelphia, PA, District	3
Baltimore, MD, District	4
Norfolk, VA, District	5
South Atlantic Division	
Wilmington, NC, District	6
Charleston, SC, District	7
Savannah, GA, District	8
Jacksonville, FL, District	9
Mobile, AL, District	10
Mississippi Valley Division	
New Orleans, LA, District	11
Vicksburg, MS, District	12
Memphis, TN, District	13
St. Louis, MO, District	14
Rock Island, IL, District	15
St. Paul, MN, District	16
Mississippi River between Missouri River and Minneapolis, MN	17
Great Lakes and Ohio River Division	
Pittsburgh, PA, District	18
Ohio River	19
Buffalo, NY, District	20
Detroit, MI, District	21
Chicago, IL, District	22
Nashville, TN, District	23
Louisville, KY, District	24
Huntington, WV, District	25

	<u>Chapter</u>
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Portland, OR, District	28
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Walla Walla, WA, District	30
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Alaska District	32
South Pacific Division	
Los Angeles, CA, District	33
San Francisco, CA, District	34
Sacramento, CA, District	35
California Debris Commission	35A
Albuquerque, NM, District	36
Southwestern Division	
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